

College Counselor – Colorado Challenge

Colorado Department of Higher Education

POSTING DATE: August 3, 2016

CLOSING DATE: August 17, 2016

COMPENSATION: \$45,000 - \$55,000 annually

Department Information:

The mission of the Colorado Department of Higher Education is to improve the quality of, ensure the affordability of, and promote access to, postsecondary education for the people of Colorado. In pursuing its mission, the Colorado Department of Higher Education will act as an advocate for the students and institutions of postsecondary education and will coordinate and, as needed, regulate the activities of the state's postsecondary education institutions.

The **Colorado Challenge** is a partnership program that is targeted to improve college completion rates for students who are traditionally underrepresented. The mission of the Colorado Challenge is to increase persistence and on-time completion rates for low-income, first generation students at select, public Colorado institutions of higher education. The Colorado Challenge impacts students by providing wraparound services and supplemental advising. These services are primarily provided to Colorado GEAR UP, Denver Scholarship Foundation (DSF), Colorado Department of Human Services-Education and Training Voucher Program (ETV), Daniels Fund (DF), and YESS scholars in concert with said non-profit organizations and students' institution of higher education.

Description of Job:

The College Counselor will be responsible for coordinating, developing and implementing college support services under the guidelines, policies, and mission of the Colorado Challenge and the Colorado Department of Higher Education in collaboration with partner institutions of higher education, and non-profit organizations. The College Counselor will be responsible for increasing persistence and assisting students to stay on track to graduate on time. The College Counselor will help develop and facilitate college support programming throughout the students college career. The College Counselor will also assist in coordination and delivery of advising and support services to other partner agency scholars on campus who are not part of the challenge.

Responsibilities and Duties:

- Collaborate and coordinate closely with the partner institution in such a way as to maximize value added and avoid duplication.
- Assist in coordination of new student transition orientation on campus.
- Network and develop partnerships with existing programs that will provide students with resources, academic support, and opportunities to boost co-curricular participation.
- Coordinate Monthly Partner Meetings
- Intensive program and institution data tracking and reporting of student progress.

- Assist students in becoming independent learners by providing them with the knowledge and resources on how to navigate through a postsecondary system, including, but not limited to: financial aid, SAP appeals, degree audits, and university reporting and compliance.
- Conduct outreach and intense one-on-one and small group advising sessions with students. Monitor and track academic progress and help establish early alerts and interventions for student success if not already in existence on campus.
- Serve as a mentor, resource, liaison and advocate for Colorado Challenge students as they transition to their post-secondary institution and progress to graduation.
- Promote essential skills and techniques including, but not limited to those related to time management, study strategies, and use of campus resources.
- Provide career development and advising activities to increase awareness of degree plan.
- Coordinate and oversee summer initiatives.
- Collaborate with on campus agency partner contacts.
- Support students in maintaining their eligibility for partner agency scholarships, financial aid, and other funding received by student to support their education.
- Reports to Lead College Counselor
- Other assigned duties.

Minimum Qualifications:

- Bachelor's degree in education or related field
- Knowledge of financial aid/scholarships and college admission requirements and processes
- Demonstrated ability to work effectively with diverse populations
- Demonstrated ability to develop strong partnerships and connections with internal and external support services
- Data management experience
- Self-starter & self-directed
- Ability to work independently as well as be a team player
- Strong organizational skills and detail oriented
- Excellent verbal and written communication skills
- Proficiency with Microsoft Office applications including Word, Outlook, Excel, & PowerPoint

Preferred Qualifications:

- Master's degree in education or related field
- Experience working in a higher education environment
- Bilingual, Spanish
- Knowledge and experience working with DREAMers in a Higher Education setting.

APPLICATION PROCEDURES:

To be considered for this position, candidates must possess the required qualifications listed above and submit a complete application package, which must include the following:

1. Letter of Application. A letter of application which addresses how you meet the qualifications described in this announcement.

2. Resume or Vitae. A detailed resume or vitae including all educational and professional experience.

3. References. A list of names, titles and current telephone numbers of three (3) employment references.

Submit your completed application materials to:

clangan@college-assist.org

OR:

Colorado Department of Higher Education
Human Resources
1560 Broadway, Suite 1600
Denver, Colorado 80202

This position is non-classified and exempt from the rules of the Colorado State Personnel Board.

Employment is contingent upon successful completion of a criminal background check.

The Colorado Department of Higher Education is an Equal Opportunity employer. In compliance with federal and state anti-discrimination laws, the Department does not discriminate in matters of employment based on disability, race, creed, color, sex, sexual orientation, transgender status, religion, age, national origin, or ancestry.